



CHI's Diversity Career Fair - Tips for Job Seekers

Before the Diversity Career Fair

- Review the Diversity Career Fair job seeker [demo](#).
- Update your résumé and save it in an easy upload format (pdf).
- Double-check your résumé for typos and consider using Grammarly or an advanced spelling and grammar check.
- Create or update your LinkedIn profile and have the URL easily accessible.
- Avoid using a non-professional portrait on your LinkedIn profile. Instead, use a photo with a neutral background and dress professionally.
- Prepare an elevator pitch or 30-second introduction - A short overview of your background, education, career interests, and goals.
- Review the list of participating companies and do your research.
- Make sure your device is ready: Check your microphone, camera, and internet connection.

At the Diversity Career Fair

- Dress professionally.
- Be in a quiet, distraction-free environment with a neutral background.
- Prioritize companies you are most interested in.
- Review the materials in the company booth before joining a one-on-one or company meeting room.
- Adjust your elevator pitch based on who you are speaking to.
- Have a list of tailored questions to ask company representatives.
- Ask questions directly, concisely, and respectfully.
- If you scheduled a one-on-one conversation with a company representative, arrive on time.
- Speak clearly and pay attention to your body language on camera.
- Take Notes.
- Ask for contact information to continue a conversation with a company representative.
- Make sure to upload your resume before leaving the company booth.

After the Diversity Career Fair

- Connect with company representatives and other job seekers on LinkedIn.
- Reach out the next day with a thank you message.
- Stay up to date on available opportunities at companies you are interested in.
- Continue to monitor the career fair booths after the career fair ends, as open positions will be updated regularly and linked directly to the company's career page.
- If you apply for an open position you discussed during the Career Fair, let the company representative you met know that you've applied.